

State of Michigan File Plan Template

This file plan was developed to be a guide for state employees. It is an example of a good organizational structure for recordkeeping. Individual employees/agencies will develop their own file plan to meet their specific needs.

Files in **blue** are not covered by a General Retention Schedule; their retention period is authorized by agency-specific Retention and Disposal Schedules. General Schedules are available online at <http://www.michigan.gov/recordsmanagement/>.

- 1000 Administrative--General (GS5.02B ACT+5)
 - 1010 Correspondence (GS5.01 CR+2)
 - 1020 Forms/Templates (GS1 ACT)
 - 1030 Freedom of Information Act Requests (GS5.06 CR+1)
 - 1040 Labels and Lists (GS5.02B ACT+5)
 - 1050 Special Events (GS5.02B ACT+5)
 - 1060 Staff Meeting Minutes (GS5.05 CR+2)
 - 1070 Staff Reports (GS5.02B ACT+5)
 - 1080 Strategic Planning
- 1100 Budget (GS5.07 CR+5)
 - 1110 Audits (GS5.08 CR+5)
 - 1120 Contracts (GS6.03 EXP+6)
 - 1120-10 Contract Number/Name (GS6.03 EXP+6)
 - 1130 Expenditures (GS6.01 FY+7)
 - 1140 FY # (GS5.07 CR+5)
 - 1150 Grants
 - 1150-10 Grant Number/Name
 - 1160 Procurement (GS6.11 FY+5)
 - 1170 Travel (GS6.01 FY+7)
- 1200 Human Resources (GS1 ACT)
 - 1210 Employee Files (GS7.01 ACT+7)
 - 1220 Hiring (GS7.02 CR+3)
 - 1220-10 Applicant Correspondence (GS7.02 CR+3)
 - 1220-20 Drug Testing (GS7.13 CR+5)
 - 1220-30 Interviews (GS7.02 CR+3)
 - 1220-40 Position Descriptions (GS7.02 CR+3)
 - 1230 Leave Requests (GS7.04 CR+5)
 - 1240 Organization Charts
 - 1250 Performance Management (GS7.01 ACT+7)

- 1260 Resumes (GS7.08 CR+1)
- 1270 Training/Professional Development
- 1300 Information Technology
 - 1310 Hardware/Software Acquisition and Installation
 - 1310-10 Specific Products
 - 1320 Service/Help Requests
 - 1320-10 Specific Products
 - 1330 Training and Manuals
 - 1330-10 Specific Products
- 1400 Legal (GS5.02B ACT+5)
 - 1410 Administrative Rules (GS5.15 EVT+2)
 - 1410-10 Rule Topic (GS5.15 EVT+2)
 - 1420 Hearings
 - 1430 Legislation (GS5.09 CR+5)
 - 1430-10 Legislation Topic (GS5.09 CR+5)
 - 1440 Litigation (GS5.10 ACT+5)
 - 1440-10 Litigation Name (GS5.10 ACT+5)
 - 1450 Memorandums of Understanding
- 1500 Marketing/Public Relations/Outreach (GS5.02B ACT+5)
 - 1510 Newsletters (GS5.20 CR+10)
 - 1520 Press Releases (GS5.17 CR+5 SAM)
 - 1530 Speeches/Presentations (GS5.02B ACT+5)
 - 1540 Web Pages (GS5.02B ACT+5)
- 1600 Policies and Procedures (GS5.21 EVT+2)
 - 1610 Policy/Procedure Topic (GS5.21 EVT+2)
- 1700 Professional Organizations (GS5.02B ACT+5)
 - 1710 Organization Name (GS5.02B ACT+5)
- 2000 Business Process #1 (list in alphabetical order)
- 3000 Business Process #2 (list in alphabetical order)
- 4000 Business Process #3 (list in alphabetical order)
- 5000 Business Process #4 (list in alphabetical order)
- 6000 Business Process #5 (list in alphabetical order)
- 7000 Business Process #6 (list in alphabetical order)
- 8000 Business Process #7 (list in alphabetical order)
- 9000 Transitory (GS5.00 CR+1 month)